



THE CITY OF REDMOND
HUMAN RESOURCES DEPARTMENT

C8

TO: City Council

FROM: Rosemarie Ives, Mayor

DATE: March 1, 2005

SUBJECT: Memorandum of Understanding Establishing the Police Support Pay Plan and 2003 – 2005 Labor Agreement with the Redmond Police Association Representing the Police Support Bargaining Unit and related pay plans

I. RECOMMENDED ACTION

Authorize the Mayor to proceed with unilateral implementation of the last offer made by the City to the Police Support Bargaining Unit by:

- 1) approving the Memorandum of Understanding establishing the 2002 Police Support pay plan (Attachment A);
- 2) approving the draft 2003-2005 Labor Agreement with the Redmond Police Association representing the Police Support Bargaining Unit (Attachment B); and
- 3) adopting the proposed salary ordinance establishing pay plans for 2002, 2003, 2004 and 2005 for employees covered by these agreements (Attachment C).

II. DEPARTMENT CONTACT PERSON

Kerry Sievers, Human Resources Director – (425) 556-2122
Lori Anderson, Compensation and Benefits Manager – (425) 556-2125

III. DESCRIPTION

The Redmond Police Association (RPA) represents the City's Police Support employees. Negotiations were interrupted by changes in staffing and have, as a result, been prolonged. In 2004, a mediator assisted with the process and a tentative agreement was reached in July 2004. Although tentative agreement was reached at the table, the bargaining team was unable to obtain ratification from other members of the bargaining unit. While the City and Union continued to work towards resolution of the outstanding

issues, agreement could not be reached. In November 2004, the Mediator declared an impasse.

When agreement cannot be reached and one year has expired since the expiration of the prior agreement, the City may unilaterally implement the final offer. The attached 2002 Memorandum of Understanding and the 2003-2005 Labor Agreement represents the tentative agreement reached by the parties in July and constitutes the City's final offer.

The Labor Agreement includes the following:

- Medical benefits premium cost-sharing for dependent coverage: Employees will pay 10 percent of the cost of dependent medical premiums in 2003 and 20% in 2004 and 2005. This agreement is consistent with the Police Commanders, RCHEA, Fire Support and AFSCME.
- Market Adjustments: Although a market analysis was completed, because of the duration of negotiations, the City has agreed to salary increases in 2002 and 2003 based on the Consumer Price Index (CPI) Seattle-Tacoma-Bremerton with implementation of a market-based pay structure and merit system in 2004. Salary ranges will increase 3.51 percent in 2002 and 1.5 percent in 2003.
- Market Analysis: A market-based salary structure will be implemented effective January 1, 2004 and adjusted in 2005 in accordance with the market adjustment calculation. In 2004, the adjustment will be 1.7 percent; in 2005 it will be 2.57 percent. The market-based methodology for determining this adjustment is consistent with that established for non-union, RCHEA, Fire Support and Police Commander employee groups.
- Merit Pay System: A merit pay system will be adopted effective January 1, 2004. The matrix is consistent with that established for RCHEA, Fire Support, Police Commanders and non-union employees.
- Salaries Above Market: The Police Support study found several salaries to be above the newly established market-based pay ranges. Consistent with the City's compensation policy and agreements reached with other bargaining units, employee salaries found to be above the market-based ranges will be frozen until they are within the new range. Employees in these positions will not be eligible for a market adjustment in 2004, some may be eligible for a partial salary increase in 2005.

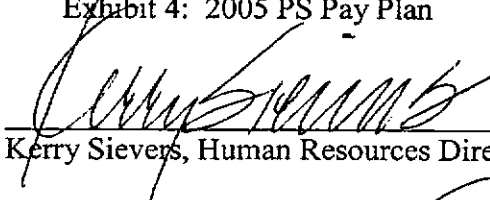
- Coverage for contraceptives: Consistent with the RCHEA, AFSCME, Police, Fire, Fire Support and Police Commander Agreements, contraceptives will be covered under the City's medical plan for Police Support employees.
- Vacation: Consistent with the RCHEA and AFSCME agreements and the vacation schedule for non-represented employees, Police Support employees will receive an additional vacation day.

IV. FISCAL IMPACT

The cost to implement the proposed collective bargaining agreements is \$127,000. Funds sufficient to implement these changes are included in approved budgets.

V. LIST OF ATTACHMENTS

- A: 2002 Memorandum of Understanding
B: 2003-2005 Labor Agreement with Police Support
C: Ordinance Setting 2002, 2003, 2004 and 2005 Salaries for Pay Plan PS
Exhibit 1: 2002 PS Pay Plan
Exhibit 2: 2003 PS Pay Plan
Exhibit 3: 2004 PS Pay Plan
Exhibit 4: 2005 PS Pay Plan


Kerry Sievers, Human Resources Director

2/22/05
Date

Approved for Council Agenda


Rosemarie Ives, Mayor

2/22/05
Date

**MEMORANDUM OF UNDERSTANDING
CITY OF REDMOND
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)**

The CITY OF REDMOND (the "City") and the REDMOND POLICE ASSOCIATION (Representing the Police Support Bargaining Unit) ("RPA") enter into this Memorandum of Understanding to supplement and amend the collective bargaining agreement between them for the years 2000-2002 (the "Agreement").

1. 2002 Salary Schedule. Effective January 1, 2002, the rates of pay for employees covered by this Agreement, and employed by employer on the date this Memorandum of Understanding is executed, shall be as provided in Exhibit A attached hereto.
2. Agreement Remains In Effect. Except as specifically provided in this Memorandum of Understanding, the Agreement is not modified.

DATED the ____ day of _____, 2005.

CITY OF REDMOND

REDMOND POLICE ASSOCIATION

By _____
Rosemarie Ives, Mayor

By _____
Joaquin Lipana, President

ATTEST:

Bonnie L. Mattson, City Clerk

Exhibit "A"
CITY OF REDMOND
PAY PLAN "PS"

REDMOND POLICE ASSOCIATION
POLICE SUPPORT BARGAINING UNIT
Effective: January 1, 2002
Monthly Salaries*

<u>CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>
Police Records Specialist	2,774	2,856	2,942	3,034	3,123	3,215	3,312
Lead Police Records Specialist	3,054	3,147	3,237	3,336	3,435	3,538	3,644
Property/Evidence Technician	3,186	3,281	3,378	3,480	3,586	3,693	3,804
Records Supervisor	3,510	3,616	3,722	3,835	3,950	4,068	4,191
Police Support Officer	3,110	3,201	3,286	3,381	3,477	3,575	3,676
Communications Supervisor	4,167	4,294	4,421	4,552	4,691	4,857	
Communications Dispatcher	3,121	3,230	3,341	3,457	3,582	3,708	
Lead Communications Disp.	3,402	3,520	3,639	3,770	3,901	4,037	

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Crime Analyst**	3,658	4,336
Technical Systems Coord.**	4,405	6,344
Legal Advocate**	2,944	3,498
Volunteer Coordinator	3,473	4,430

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Positions

City of Redmond/RPA Memorandum of Understanding

(DEA574070.DOC, 1/00020 013064/)

A G R E E M E N T
by and between
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)

January 1, 2003 through December 31, 2005

A G R E E M E N T
by and between
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)

January 1, 2003 through December 31, 2005

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**A G R E E M E N T
BY AND BETWEEN
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)**

January 1, 2003 through December 31, 2005

THIS AGREEMENT effective January 1, 2003 is entered into by and between the CITY OF REDMOND, Washington, hereinafter referred to as the "Employer," and the REDMOND POLICE ASSOCIATION, hereinafter referred to as the "Association," representing the Police Support Bargaining Unit.

ARTICLE I, DEFINITIONS

- 1.1 "Employer" shall mean the City of Redmond, Washington.
- 1.1.1 "Association" shall mean the Redmond Police Association.
- 1.1.2 "Employee" shall mean an individual employed in the bargaining unit covered by this Agreement. The term "Employee" as used in this Agreement includes both male and female employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender as well.
- 1.1.3 "Bargaining Unit" shall mean all employees in the Redmond Police Department described in Article II, Section 2.1.
- 1.1.4 "Emergency" shall mean an unforeseen combination of circumstances requiring immediate action.

ARTICLE II, RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 2.1 **Recognition** - The Employer shall recognize the Association as the sole collective bargaining agent for all regular full-time and regular part-time non-commissioned employees employed by the City of Redmond in its police department, excluding the Chief of Police, uniformed personnel within the meaning of RCW 41.56.030(7), confidential employees and supervisors. The parties acknowledge that the Communications Supervisor and Police Support Services Supervisor are not exempt from the overtime requirements of the Fair Labor Standards Act, and

are included within the bargaining unit based upon their current position descriptions, notwithstanding the exclusion of supervisors from the bargaining unit pursuant to this Section.

2.2

Association Membership - It shall be a condition of employment that all employees of the Employer covered by this Agreement, who are members of the Association in good standing on the execution date of this Agreement shall remain members in good standing and those who are not members on the execution date of this Agreement, shall on or before the thirty-first (31st) day following the execution date of this Agreement become and remain members in good standing in the Association or in lieu thereof pay a service charge equivalent to the regular Association initiation fee and monthly dues to the Association as a contribution towards the administration of this Agreement. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its execution date shall, on the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the Association or in lieu thereof pay a service charge equivalent to the regular Association initiation fee and monthly dues to the Association as a contribution towards the administration of this Agreement. Objections to joining the Association which are based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member shall be observed. Any such employee shall pay an amount of money equivalent to regular Association initiation fee and monthly dues to a nonreligious charity or to another charitable organization mutually agreed upon by the employee affected and the bargaining representative to which such employee would otherwise pay the dues and initiation fees. The employee shall furnish written proof to the Association that such payment has been made.

2.3

Payroll Deduction - Upon receipt of a voluntarily signed authorization by an employee covered by this Agreement, the Employer shall deduct from the employee's wage the regular monthly Association membership dues payable by him to the Association during the period provided for in the signed authorization; provided however, that no such authorization shall be irrevocable for a period of more than one (1) year or beyond the termination date of this Agreement, whichever occurs sooner. The Employer shall remit said monthly dues to the Association on a monthly basis.

2.3.1

The Association shall indemnify, defend and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check-off of dues for the Association other than actions brought by the Association to enforce this Article. The Association shall refund to the Employer any amounts paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

2.4

Supplemental Employees - Employer shall limit the use of supplemental employees as provided in the Redmond Personnel Manual, Chapter 15, with the

following additional parameters for the job classifications covered by this bargaining unit:

- 2.4.1 Supplemental employees shall not be in the bargaining unit, but the bargaining unit shall have the right to question the continued supplemental status (as defined by Personnel Manual Chapter 15) of the employee.
- 2.4.2 If the time limitations provided for in Personnel Manual Chapter 15 for the use of supplemental employees are exceeded, the employee shall remain as a supplemental employee, provided that the bargaining unit shall have the right to give the Employer notice of the violation, and the Employer shall then have thirty (30) days to resolve the situation either by terminating the supplemental employee or initiating a Civil Service process to fill the position.
- 2.4.3 If the supplemental employee is hired as a regular employee through Civil Service with no break in service, the probation period provided in Section 10.2 for that employee will be reduced by fifty percent (50%) of the time that employee continuously worked in the position as a supplemental employee, provided that the probation period shall not be reduced to less than three (3) months.
- 2.4.4 No supplemental employees shall be employed in a classification while former employees in the bargaining unit who are qualified and available for work remain in layoff status within that classification.
- 2.4.5 The Employer shall provide regular reports to the President of the Association on the use of supplemental employees within the bargaining unit.

ARTICLE III, ASSOCIATION RIGHTS

- 3.1 **Association Officials Time Off** - An Association official who is an employee in the bargaining unit (Association Steward and/or a member of the Negotiating Committee) may, at the discretion of the Chief or his designee, be granted time off while conducting contract negotiations or grievance resolution, including arbitration proceedings, on behalf of the employees in the bargaining unit provided:

They notify the Employer at least forty-eight (48) hours prior to the time off; unless such notice is not reasonably possible;

The Employer is able to properly Staff the employees job duties during the time off; and

The wage cost to the Employer is no greater than the cost that would have been incurred had the Association Official not taken time off.

The Employer shall endeavor to allow a minimum of two (2) members of the Association's negotiation committee to attend negotiation sessions on on-duty time. Such members shall be designated by the Association at least one (1) week in advance, where possible, and may include individuals assigned to other than day shift if the Employer determines that manning on that shift is adequate, without the necessity of overtime (such individuals shall be considered to be transferred to day shift for the day on which the negotiation session is held.) The Chief's approval pursuant to this Section shall not be unreasonably withheld.

- 3.2 **Association Investigative and Visitation Privileges** - The President of the Association or other official representative may with the permission of the department head or his designee visit the work location of employees covered by this Agreement at any reasonable time and location for the purpose of investigating grievances. Such representative shall limit his activities during such investigations to matters relating to this Agreement.
- 3.3 **Bulletin Boards** - The Employer shall provide suitable space for a bulletin board to be used by the Association.
- 3.4 **Labor Management Committee** - There shall be a Labor Management Committee comprised of an equal number of Association representatives, chosen by the Association, and Employer representatives. The committee shall meet at least quarterly to discuss issues of continuing importance to the Association and/or Employer. More frequent meetings may be held at the request of either party, provided five (5) days notice of the meeting is given. Nothing herein shall constitute a waiver of either party's right to demand collective bargaining of intended or actual changes in mandatory subjects of bargaining. Association representatives to the committee shall be allowed to perform committee functions while on duty, subject to approval of their shift supervisor.

The document "Career Development Discussion" shall be referred to the Labor Management Committee for further discussion.

ARTICLE IV, HOURS OF WORK, OVERTIME, CALLBACK, COMPENSATORY TIME, AND STAND-BY

- 4.1 **Workweek** - Except as otherwise provided for in this Article, the workweek for all members of the bargaining unit shall be forty (40) hours.
- 4.1.1 **Workday - Police Support Officer** - The workday for a Police Support Officer shall consist of eight (8) consecutive hours and include at least a thirty (30) minute meal period and two (2) fifteen (15) minute rest periods. Employees assigned as Police Support Officers shall be subject to immediate call during meal and rest periods.

4.1.2

Workday & Work Cycle - Dispatch - The workday for dispatch, other than the Lead Dispatcher, shall consist of eight and one-quarter (8-1/4) consecutive hours. The workday for the Lead Dispatcher and Communications Supervisor shall consist of eight (8) consecutive hours.

The Lead Dispatcher may be assigned to work the schedule contained herein or a different schedule as determined by the Employer, provided such different schedule may not exceed forty (40) hours in a work week.

The work cycle for Dispatchers shall be three (3) periods consisting of six (6) consecutive workdays followed by three (3) consecutive days off, and one period of six (6) consecutive workdays followed by two (2) consecutive days off.

A workday for Dispatchers shall include at least a thirty (30) minute meal period and two (2) fifteen (15) minute rest periods. Employees assigned as Dispatchers shall be subject to immediate call during meal and rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.

Upon agreement by either party, this subsection may be reopened at any time to negotiate implementation of a Dispatcher schedule different from that contained in this Subsection.

4.1.3

Workday - Police Support Services Specialists and Property/Evidence Technician - The workday for Police Support Services Specialists, Property/Evidence Technician, and Police Support Services Supervisor shall consist of eight (8) hours within nine (9) consecutive hours to a maximum of forty (40) hours per week. These hours may be scheduled by the Employer between 7:00 a.m. and 8:00 p.m. Except in emergency situations (or when agreed to by the employee and their supervisor), an employee shall receive at least fifteen (15) days advance notice of schedule changes.

A workday for Police Support Services Specialists, Police Support Services Supervisor, and Property/Evidence Technician shall include at least a one (1) hour meal period and two fifteen (15) minute rest periods. Subject to prior approval, and within the sole discretion of the supervisor, rest and meal periods may be combined.

Upon agreement by either party, this subsection may be reopened at any time to negotiate implementation of a schedule for Police Support Services different from that contained in this Subsection.

4.1.4

Flextime - Flextime schedules outside the hours described herein will be allowed as mutually agreed by the employee and the Employer.

- 4.1.5** **FLSA Exempt Employees** – Employees in positions determined to be exempt from overtime under the federal Fair Labor Standards Act (FLSA) shall work schedules set by the Employer in light of the nature of the work. Starting and ending times are approximate, reflective of the flexibility inherent in the FLSA exempt status. Absences of up to four (4) hours shall not be recorded or charged to a leave bank. Absences of four (4) hours or more shall be charged to the appropriate leave bank as eight (8) hours. Exempt employees shall be expected to work forty (40) hours per week as provided for in Section 4.1.
- 4.1.6** The afore-referenced schedules shall apply except for regular scheduled shift changes or bona fide emergencies declared by the Mayor or Chief of Police which could not otherwise be anticipated and which might require deviating from the schedule.
- 4.2** **Overtime** - Overtime shall be that time (a) a full-time non-exempt employee works in excess of the regularly scheduled workday or workweek, or in any event, hours in excess of forty (40) hours in any workweek, or (b) a regular part-time non-exempt employee works in excess of eight (8) hours in any one day or in excess of forty (40) hours in any workweek. The workweek shall be defined as the seven (7) day period from Monday through Sunday. When computing overtime, authorized paid leave shall be treated as time worked. Overtime shall be paid at one-and-one-half (1-1/2) times the regular rate of pay.
- 4.2.1** All overtime shall be authorized in writing in advance by the employee's supervisor, or within twenty-four (24) hours after the work has been performed, or such longer time as is reasonable under the circumstances, in order to qualify as paid or compensatory time. Overtime shall be compensated by compensatory leave or by overtime pay in accordance with Section 4.6, et seq.
- 4.2.2** All overtime shall be compensated for in increments of fifteen (15) minutes with the major portion of fifteen (15) minutes being paid as fifteen (15) minutes.
- 4.3** **Administrative Leave (Exempt Employees)** – FLSA exempt employees are granted forty-eight (48) hours of administrative leave each calendar year in recognition of hours worked beyond the standard workweek. Administrative leave is prorated for exempt part-time employees and for employees who start mid-year. Exempt employees who work no hours outside the standard workweek are not granted administrative leave. Section 6.26 of the Personnel Manual shall govern the use of Administrative Leave by exempt bargaining unit employees.
- 4.4** **Callback** - Employees called back to service after completing a duty shift, while on their day off or more than three (3) hours before the start of their regular shift, shall be compensated for the actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate as provided for in Article IV.

- 4.4.1 Employees who make Court or other subpoenaed appearances while off duty shall be required, except for bona fide emergencies, to perform solely that specific assignment.
- 4.4.2 Employees called back while on vacation or leave of absence shall be reimbursed reasonable transportation costs required to return to duty, provided the employee is more than one hundred (100) miles away from his home. Provided, however that payment need not be made if the employee schedules vacation after notice is given to the employee or if the employee can reasonably reschedule the vacation or the required appearance date. The employee shall consult with the supervisor as soon as the conflict is known.
- 4.4.3 Except as required by law there shall be no compensation for callbacks occasioned by the employee's own neglect.
- 4.5 **Department Meetings** - All departmental meetings that off-duty non-exempt employees are required to attend shall be compensated for at the overtime rate set. The Employer shall whenever possible give employees reasonable notice of said meetings.
- 4.5.1 Attendance at optional special training classes, whether conducted at the police station or at other locations, shall be without additional compensation.
- 4.6 **Compensatory Time** - Compensatory time may be accrued by an employee in lieu of pay for court-time, callbacks, holidays or overtime up to a maximum of eighty-four (84) hours.
- 4.6.1 The Chief of Police shall have the discretion of permitting additional compensatory leave in lieu of overtime pay in accordance with budget allowances and restrictions; provided however, all compensatory time accrued in excess of eighty-four (84) hours in any calendar year shall be paid on the last payday of November of each year.
- 4.6.2 Accrued compensatory time off shall be taken at a time mutually agreeable to the Employer and the employee.
- 4.6.3 No compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time or was paid for same or agreed to having it removed for disciplinary purposes.
- 4.7 **Work out of Class** - Compensation for an employee's work in a higher classification shall, except for the exceptions set out below, be controlled by the Personnel Manual.
- 4.7.1 An employee who is qualified as a Dispatcher and who is assigned to work as a Dispatcher shall be paid at a rate five percent (5%) over the employee's regular

rate or at the first step of the Dispatcher pay range, whichever is greater, for all time worked in that classification.

- 4.7.2 An employee classified as a Police Support Services Specialist who is temporarily assigned to work as an Administrative Assistant in Administration shall be paid at a rate of five percent (5%) over the employee's regular rate when she or he works in the position for four (4) or more consecutive hours, with such pay being retroactive to the beginning of the temporary assignment.
- 4.8 **Standby Duty** - An off duty employee who is required to keep the Employer informed of his whereabouts or an employee who is required to be available by telephone shall be considered to be on Standby Duty.
- 4.8.1 The Employer shall not require employees to be on Standby Duty without compensation except in the case of bona fide emergencies declared by the Mayor or Chief of Police. Employees shall endeavor, on an entirely voluntary basis, to keep the Employer informed of their whereabouts and/or their availability.
- 4.8.2 Standby Duty shall be authorized only by the Chief of Police or his designee. When Standby Duty is ordered, which either (a) requires the employee to carry a pager or cellular phone and to respond to a call-out within thirty (30) minutes (which shall be lengthened to forty-five (45) minutes if response from the employee's residence requires the additional response time), or (b) qualifies the employee for standby pay pursuant to the FLSA regulations contained in 29 CFR 551.431 or applicable Washington State laws, such Standby Duty shall be paid for at a rate of twenty percent (20%) of the employee's regular basic hourly rate of pay, provided that an employee assigned to First Call shall not be deemed to be on Standby Duty.

ARTICLE V, SENIORITY AND PERSONNEL REDUCTION

- 5.1 **Definitions Relating to Seniority** - As used in this Agreement the following terms shall have the meanings indicated:
- a. "Bargaining Unit Seniority" means the length of an employee's most recent Continuous Employment within the Police Support bargaining unit (the "Bargaining Unit") measured from his/her first compensated day of employment in the Bargaining Unit.
 - b. "Seniority in Classification" means the length of an employee's most recent Continuous Employment in a classification in the Bargaining Unit (which shall include service in any higher classification as provided in this Article) measured from the first date of employment in that classification or a higher classification in the Bargaining Unit. Seniority in the Classification of Support Services Specialists, Lead Support Services

Specialists, and Communications Supervisors who previously worked in the Communications Division means the length of the employee's most recent Continuous Employment in the Bargaining Unit measured from the first date of employment in the Communications Division.

- c. "Continuous Employment" means a continuous period of employment in the Bargaining Unit that is unbroken by resignation, discharge or retirement. Leaves of absence, or military leaves shall not break Continuous Employment. Layoffs and reductions in classification pursuant to Subsection 5.5 shall not break Continuous Employment until the expiration of the period during which the employee has a right to be offered reemployment or promotion pursuant to Subsection 5.5.1 of this Agreement. Upon a break in Continuous Employment an employee shall lose all seniority.
- d. "Order" means the order of Bargaining Unit Seniority or Seniority in Classification arranged from the longest seniority to the shortest. If more than one employee is hired or promoted on the same date, the Order of seniority shall be determined by using the following criteria:
 - 1. The Order of Bargaining Unit Seniority for employees hired on the same date shall be determined by the order (from the highest to lowest) of each employee's unrounded score on the exam for the position held by each employee, respectively. In the event of equal scores, the Order shall be determined by a random means, which once determined shall thereafter be established for all purposes.
 - 2. The Order of Seniority in Classification for employees promoted on the same date shall be determined by the order (from the highest to the lowest) of each employee's unrounded score on the applicable promotional exam. In the event of equal unrounded scores, the Order of Seniority in Classification shall be determined by the Order of each employee's Bargaining Unit Seniority.
- e. "Department" means the City of Redmond Police Department.

5.2 **Seniority List** - The Employer shall maintain and post, at least annually, a current seniority list reflecting the Order of Bargaining Unit Seniority and Seniority in Classification. These lists, appropriately updated to reflect any new hires, promotions, terminations or other changes, shall be used whenever action based upon seniority is called for by this Agreement, and in such other cases as may be agreed by the Employer and the Association.

5.3 **Leaves** - During the period an employee is on a leave of absence, layoff status, or military leave longer than thirty (30) consecutive days, seniority shall not accrue except as required by any applicable statutory or regulatory provisions, including

RCW 38.40.060 and RCW 73.16.031 - .061 and any amendments thereto. Upon returning to work after such layoff or leave, an employee shall be granted the level of seniority accrued as of the last day prior to such leave or layoff.

5.4

Vacation Scheduling - Vacation scheduling for each calendar year shall be administered in accordance with Bargaining Unit Seniority by Division during the January sign-up period. Thereafter vacations for that year shall be administered on a "first come, first served" basis.

5.4.1 Vacation requests for dispatch (except for holidays) shall be approved or denied within fifteen (15) days after the close of the January sign-up period, and all other dispatch vacation requests (except for holidays) shall be approved or denied within fifteen (15) days after receipt. All approvals shall indicate whether the vacation qualifies as Priority Vacation Leave. Vacation requests for holidays shall remain pending until a decision can be made whether time-off will be granted as provided in Section 5.4.1.3.

5.4.1.1 Normally one (1) Dispatcher per twenty four (24) hour day (i.e. day, swing and graveyard shifts together) will be granted vacation leave ("Priority Vacation Leave"), except for holidays recognized under Article VII.

5.4.1.2 The employer will not revoke approval and/or cancel a dispatch employee's vacation time except in the event of a change that prevents the dispatch center from being reasonably staffed through the use of overtime. If employer revokes approval or cancels vacation time due to such a change, it shall within a reasonable time thereafter inform the employee and the Union of the nature of the change.

5.4.1.3 When the position can be filled by voluntary overtime, the employer will, (a) endeavor to allow a second Dispatcher off on vacation on days other than holidays; and (b) will allow at least one (1) Dispatcher off on vacation on holidays when all the shifts on that holiday are otherwise fully staffed without the use of overtime.

5.4.1.4 Nothing in this Section 5.4 shall preclude the employer from exercising greater flexibility when scheduling vacation.

5.5

Personnel Reduction Process - In the event of a personnel reduction, for whatever reason, the Employer and Association agree to follow the process and procedure contained in this Article. Employees shall be laid-off in inverse Order of Seniority in Classification. Except as otherwise provided in this Section, an employee above the classification of Communications Dispatcher or Police Support Services Specialist shall bump back to the next lower classification as defined below, if any, previously held by that employee in which such employee's Seniority in Classification is greater than the Seniority in Classification of all other employees who would otherwise be in such lower classification after

implementation of the personnel reduction. Lateral entry personnel in the classifications of Lead Communications Dispatcher, Communications Supervisor, Lead Police Support Services Specialist or Support Services Supervisor who have not held a lower classification in the Department shall bump back to the lowest applicable classification if their Bargaining Unit Seniority is greater than all other employees who would otherwise hold the lower classification after implementation of the personnel reduction. The process and procedure contained in this Article shall apply to bargaining unit members and, in addition, the non-bargaining unit, non-commissioned members of the Department of a higher classification shall bump back into the last lower classification held by that individual which is included in the bargaining unit on the same basis as provided in this Article, notwithstanding the fact that the lower classification is included in the bargaining unit. Communications and records personnel shall only be entitled to bump into positions within their divisions, respectively. The order of communications classifications within the Department, from lowest to highest, shall be Communications Dispatcher, Lead Communications Dispatcher, and Communications Supervisor. The order of records classifications within the Department, from the lowest to the highest, shall be Police Support Services Specialist, Lead Police Support Services Specialist, and Support Services Supervisor. Employees holding the Property/Evidence Technician, Technical Systems Coordinator, Police Support Officer, Crime Analyst, Legal Advocate, Volunteer Program Coordinator, and Crime Prevention Officer classifications shall not be entitled to bump into another classification. The steps for a personnel reduction shall be as follows:

- Step 1 Designation by Employer** - The Employer will designate the number of employees in each classification to be laid-off by notice to the Association (the "Designation Notice") and by posting in the Department, which notice shall specify an effective date for the personnel reduction (the "Effective Date"), which shall not be earlier than ninety (90) days from the date of the Designation Notice.
- Step 2 Volunteers** - For a period of thirty (30) days after the Designation Notice employees in the classifications affected by the personnel reduction shall have the opportunity to voluntarily accept layoff, or bump to a reduction to a lower classification as provided herein, as of the Effective Date, without regard to their seniority rights. Volunteers shall be accepted on a first-come, first-served basis. The number of volunteers shall be limited by the number of employees in each classification subject to the personnel reduction as specified in the Designation Notice.
- Step 3 Implementation** - Within forty (40) days after the Designation Notice the Employer shall deliver to the Association, and post, a notice (the "Personnel Reduction Notice") which shall list (a) the layoffs and reductions in classification which will result upon implementation of the

personnel reduction and the voluntary layoffs and reductions in classification; (b) the Order of all employees affected by the layoffs and reductions in classification; and, (c) the Order of all employees not affected by the layoffs and reductions in classification. Any employee who believes that the Personnel Reduction Notice improperly reflects the intent of this Agreement shall provide written notice to the Employer and Association within ten (10) days after posting of the notice. The notice shall describe the basis of the employee's position, and the employee's interpretation of the proper application of this Agreement, including the identity of employees who would be affected by the different interpretation. The Employer and the Association will review the issues with all employees who would be affected. If the Employer and the Association cannot resolve the issues raised within thirty (30) days after the Personnel Reduction Notice is posted, both parties agree to submit the issue to binding arbitration on an expedited basis before a single arbitrator, which the parties agree to select from Janet Gaunt, Gary Axon, Jack Calhoun, Tom Levack and Alan Krebs by lot, provided that the arbitrator must be available for a hearing and decision within sixty (60) days after the Personnel Reduction Notice is posted. The arbitrator so selected shall hold a hearing and render his/her decision based on the interpretation and application of the provisions of this Agreement within thirty (30) days after his/her selection. All employees whose layoff or reduction in classification status might be affected by the results of the arbitration, including the possibility of being subject to layoff or reduction in classification although the employee was not included in the list of layoffs and reductions in classification in the Personnel Reduction Notice, shall have the right to appear and present their position to the arbitrator. For all issues related to the application and interpretation of this Section 5.5 the arbitration process in this Section shall supersede the grievance arbitration process as provided in Article XI. The agreement by the Association, and/or ruling by the arbitrator pursuant to this Section shall be binding on all employees, provided that any employee who was not designated for layoff by the Personnel Reduction Notice, but who becomes subject to layoff as a result of an agreement by the Association or the arbitrator's ruling, shall not be laid-off until Employer has provided the employee with at least thirty (30) days written notice of layoff.

Step 4 Amendment of Reduction - At any time after the Designation Notice the Employer may reduce the number of employees to be laid-off by providing notice to the Association, provided, however, the reduction shall not affect the time periods specified in this Article which shall continue to be measured from the Designation Notice. The Employer shall have the right to delay the Effective Date of the personnel reduction for up to sixty (60) days after the date specified in the Designation Notice.

5.5.1

Re-Employment and Promotion Rights - Employees bumped back to a lower classification shall be eligible to promote to vacancies in the previously held higher classification, or any lower classification within the appropriate division, by Order of Seniority in Classification in that higher classification. Employees above the classifications of Police Support Services Specialist and Communications Dispatcher who volunteer to be laid-off pursuant to Step 2 above shall be eligible to fill vacancies in that previously held classification, or any lower classification, by Order of Seniority in Classification in that classification, during the Re-Employment Eligibility Period as defined below. Police Support Services Specialists, Lead Police Support Services Specialists and Support Services Supervisors laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Record Specialist vacancies, by Order of Bargaining Unit Seniority, during the Re-Employment Eligibility Period. Communications Dispatchers, Lead Communications Dispatchers and Communication Supervisors laid-off, or volunteering to be laid-off pursuant to Step 2 above, shall be eligible to fill Communications Dispatcher vacancies, by Order of Bargaining Unit Seniority, during the Re-Employment Eligibility Period. In all cases, the eligible employee with the highest Seniority in Classification shall be entitled to the opening, provided that such eligible employee must be a "Qualified Employee", which for the purposes of this Section shall be defined as an individual who (a) meets the then current employment standards, and (b) if the Re-Employment Offer is more than twenty-four (24) months after the Effective Date, is not determined by the Labor/Management Committee to be unqualified for the open position. Any employee re-employed or promoted pursuant to this Section who was on probation as of the Effective Date shall complete the probation period upon re-employment or promotion, without any credit for the period between the Effective Date and the first date of re-employment or promotion pursuant to this Section. "Re-Employment Eligibility Period" shall mean the five (5) year period which commences on the Effective Date. Employees offered re-employment pursuant to this Section more than twenty-four (24) months after the Effective Date shall be required to satisfactorily complete appropriate retraining as determined by the Labor/Management Committee. If the Labor/Management Committee is unable to agree on appropriate retraining either party may request arbitration of the issue in a manner consistent with Subsection 11.1.4 of this Agreement. Employees who fail to satisfactorily complete the retraining shall be subject to termination. The employee and Association shall have the right to grieve whether the retraining was satisfactorily completed, but shall not have the right to grieve whether the retraining or employment standards are appropriate. When the Employer desires to fill a position for which an individual is entitled to re-employment if the individual is a Qualified Employee, or promotion, pursuant to this Section, the Employer shall send an offer of re-employment (subject to a subsequent determination that the employee is a Qualified Employee) or promotion, as the case may be, (the "Re-Employment Offer") via certified mail, return receipt requested, to the eligible employee at his/her last known address. If the employee fails to respond within fifteen (15)

days after mailing of the offer, or rejects the offer, the employee shall have no further right to re-employment or promotion pursuant to this Section, provided that a former employee who was laid off or who voluntarily accepted layoff from a classification above Communications Dispatcher or Police Support Services Specialist, shall have the right to be offered re-employment at such higher classification, or any applicable lower classification, if he/she is a Qualified Employee and has the highest Order of Seniority in Classification in that classification of all eligible employees, although such employee has previously failed to respond to, or rejected an offer of re-employment as a Communications Dispatcher or Police Support Services Specialist, respectively. For the purposes of this Article, a former employee's last known address shall be the address appearing on the Employer's records, and may be changed by the former employee only by providing the Employer with notice of a new address by certified mail, return receipt requested.

ARTICLE VI, WAGES

- 6.1** **Incorporation of Appendix A** - The monthly rates of pay for employees covered by this Agreement shall be as set forth in the Appendix "A" which by this reference shall be incorporated herein as if set forth in full.

ARTICLE VII, HOLIDAYS

- 7.1** **Recognized Holidays** - The following days shall be considered holidays for all employees covered by this Agreement:

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
Floater

- 7.1.1** All employees shall be paid at their regular rate of pay for the twelve (12) appointed holidays; provided (a) if the employee is required (in the Employer's discretion) to work a regularly scheduled shift which commences on a holiday the employee shall be compensated at the rate of time and one-half (1-1/2) for the regularly scheduled hours of that shift, and (b) if work other than the employee's

regularly scheduled shift be performed on any said holiday, the employee shall be compensated at the time and one-half (1-1/2) rate for that portion of the work that falls within the appointed holiday. Each employee shall have the option, subject to the approval of the Employer, of electing compensatory time in lieu of monetary compensation for work done on specified holidays.

- 7.1.2** Employees working a standard work week (five (5) days on, two (2) days off, or a 4/10 schedule) shall observe the holidays on the statutory date or, if the statutory date falls during an employee's regularly scheduled days off, the employee shall observe the holiday on a mutually agreeable day within five (5) working days of the holiday. For the purposes of this Agreement, shifts which extend over two (2) calendar days shall observe the holiday when the shift commences on the holiday. An employee shall not be entitled to premium pay for any regularly scheduled shift commencing the day prior to a holiday but extending into the holiday.

ARTICLE VIII, LEAVES

- 8.1** **Vacation Leave** - Each full-time employee shall earn vacation leave time each month according to length of service, with the total vacation accrual to be as noted in the following schedule:

Years of Employment	Monthly Accrual Rate (hours)
1 st and 2 nd Year	8
3 rd Year	8.6666
4 th Year	9.3333
5 th Year	10.6666
7 th Year	11.3333
9 th Year	12
11 th Year	12.6666
13 th Year	13.3333
15 th Year	14
17 th Year	14.6666
20 th Year	15.3333

- 8.1.1** After six (6) months continuous service, an employee's vacation credits earned shall be vested as of the end of each full month of service and shall be taken in accordance with standard personnel practices in force with the Employer.
- 8.1.2** Employees whose employment is terminated for any reason shall receive pay for any vacation time earned through their last full month of employment but not taken.

- 8.2 **Sick Leave** - Employees shall accumulate sick leave at the rate of eight (8) hours per month and shall accumulate up to a total of nine hundred sixty (960) hours. Sick leave shall be taken in accordance with standard personnel practices in force with the Employer.
- 8.2.1 **Retirement Bonus** - Employees shall be entitled to convert twenty-five percent (25%) of accrued but unused sick leave to cash upon retirement or death.
- 8.2.2 **Sick Leave Bonus** - As a bonus for consistent attendance, regular employees shall be entitled to payment for up to twenty-five percent (25%) of their unused sick leave accrued during the preceding twelve (12) months, at the option of the employee, to be added to their vacation leave or paid for at their regular rate of pay. Sick leave credit shall be determined and allowed on or about November 30th of each calendar year.
- 8.2.3 The certificate of a physician may be required certifying the employee's need for sick leave in order to qualify for sick leave with pay, provided that such certificate shall be limited to a statement that the employee was not fit for duty during the relevant time period, without description of the employee's specific condition or diagnosis.
- 8.3 **Bereavement Leave** - Upon the death, or serious illness with an impending death, of a member of the employee's immediate family, the employee shall be entitled to up to five (5) consecutive calendar days Bereavement Leave without loss of compensation for the employee's regularly scheduled shifts not worked during such leave. Bereavement Leave shall commence upon the date of death, or onset of the impending death, and continue for up to five (5) calendar days, without regard for the number of days within that period the employee is scheduled to work, or scheduled holidays, vacation or other leave.
- 8.3.1 "Immediate family" shall be defined as spouse, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, step parent, stepchild, foster-child, or legal ward.
- 8.3.2 Additional time off as may be required for travel or other circumstances may be granted if approved in advance by the Employer. Such additional time shall be deducted from accrued leave.
- 8.4 **Unpaid Leave of Absence** - Unpaid leaves of absences, including unpaid sabbaticals, shall be governed by Chapter 8 of the Redmond Personnel Manual. Leave of absence without pay may be granted to an employee for a period of not to exceed one (1) year by the Department Head subject to the approval of the Mayor when it has been determined to be in the interest and to the welfare and convenience of the Employer providing adequate provision can be made for replacement of the employee during his absence. Unpaid leaves of absence shall modify an employee's seniority as provided for in Section 5.3 of this Agreement.

- 8.5 **Pregnancy Leave** - A leave of absence shall be granted for disability caused by an employee's pregnancy and childbirth pursuant to Redmond Personnel Manual Chapter 8. The need for sick leave and the dates of commencement and termination of the leave shall be certified by a physician approved by Employer.
- 8.5.1 **Parenting Leave** - Notwithstanding the above provisions in Subsection 8.5, an employee shall be entitled to seven (7) consecutive calendar days off work as parenting leave to be covered by sick leave upon the birth or adoption of a child, with such days including the date of birth or adoption.
- 8.6 **Family Sick Leave** - Sick leave may be used to care for the employee's spouse or a family member in the employee's immediate household with a health condition that requires treatment or supervision.
- 8.7 **Shared Leave Program Adopted** - The parties agree to adopt a Shared Leave Program under the terms and conditions set forth below.
- 8.7.1 **Purpose** - The Shared Leave Program enables regular full-time employees to donate annual vacation leave to fellow regular employees within the Police Department who are faced with taking leave without pay or termination due to extraordinary or severe physical or mental illnesses. The program also allows employees to accept donated annual vacation leave to care for relatives or household members suffering from an extraordinary or severe illness if the duration of the illness will cause the employee to take leave without pay or to terminate his or her employment. Implementation of the program for any individual employee is subject to agreement by the Employer, and the availability of shared leave from other employees. The Employer's decisions in implementing and administering the shared leave program shall be reasonable.
- 8.7.2 **Definitions** - The following definitions shall apply to this provision.
- a. "Employee's relative": Shall mean the employee's spouse, child, step child, grandchild, grandparent, step parent, or parent.
 - b. "Household members": Shall mean persons who reside in the same home who have reciprocal duties to, and provide financial support for, one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
 - c. "Severe or extraordinary": Shall mean serious, extreme, or life-threatening conditions.

8.7.3 Donation Restrictions - The following restrictions shall apply to all shared leave transactions:

- a. Employees may donate any amount of annual leave, provided the donation does not cause the employee's annual vacation leave balance to fall below forty (40) hours.
- b. Employees shall not donate excess annual vacation leave that the donor would not be able to take due to an approaching anniversary date.
- c. The Employer shall determine whether an eligible employee shall receive shared leave and, if so, the amount of donated leave the employee may receive; provided, no employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.

8.7.4 Eligibility - Employees may be eligible to receive shared leave under the following conditions:

- a. When the Employer determines the employee meets the criteria described in this policy.
- b. The employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors, and the employee shall return any overpayment to the department.
- c. The employee has complied with department policies regarding the use of sick leave.
- d. The Employer may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

8.7.5 Recipient Responsibilities

- a. Donated leave shall be used only by the recipient for the purposes specified in this policy.
- b. All other forms of available paid leave shall be used prior to applying to the Shared Leave Program, provided that the employee may reserve up to forty (40) hours of sick leave and forty (40) hours of vacation leave.

8.7.6 Return of Shared Leave - Shared leave not used by the recipient shall be returned to the donor(s). Returned leave shall be:

- a. Divided among the donors on a pro-rated basis, computed on the original donated value;
- b. Returned at its original donor value; and
- c. Reinstated to each contributor's annual vacation leave balance.

8.7.7 **Calculation of Shared Leave** - The receiving employee shall be paid at his or her regular rate of pay; therefore, depending on the value of the shared leave, one (1) hour of leave may cover more or less than one (1) hour of recipient's salary. The dollar value of the leave shall be converted from the donor to the recipient. The leave received shall be coded as shared leave and be maintained separately from all other leave balances.

8.7.8 Participation in the Shared Leave Program is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of this program.

ARTICLE IX, INSURANCE BENEFITS

9.1 **Health Insurance** - All medical, dental and vision coverage shall be provided through self-insurance by the Employer in substantially the form adopted by the Employee Benefits Committee and approved by the City Council on May 26, 1992 (the "Self-Insurance Plan"). Effective January 1, 2003, employees shall pay ten percent (10%) of the cost of dependent premiums. Effective January 1, 2004, employees shall pay twenty percent (20%) of the cost of dependent premiums. Employees electing to be covered by Group Health Cooperative shall pay the cost of such coverage that exceeds the amount paid by the Employer under the Self-Insurance Plan for the employee and dependents. The Employer and Association agree to continue to use the Benefits Committee, on which the Association has a representative, to explore modifications to the Self-Insurance Plan.

9.2 **Reserved**

9.3 **Liability Insurance** - The Employer agrees to carry liability insurance covering Bargaining Unit employee's liability arising from performance of their duties with coverage and policy limits consistent with those applying to other City of Redmond employees. It is agreed that the scope of coverage, exclusions and policy limits of such insurance may change without the Union's agreement, based on the available insurance and the Employer's assessment of appropriate levels of coverage.

9.4 **Disability Benefits** - Regular full-time employees who are disabled and unable to return to work on account of illness or injury for a continuous period in excess of three (3) months, and who have used all of their sick leave and vacation benefits,

shall receive, for a period not to extend beyond the end of six (6) months of continuous absence from work, disability benefits in the following amounts, less Workers' Compensation Benefits and any amounts paid to the employee from or on behalf of the City, received during the corresponding pay periods, based on length of continuous City employment prior to the last day of work:

Two (2) years of employment:	30% of salary
Three (3) years of employment:	40% of salary
Four (4) years of employment:	50% of salary
Five (5) or more years of employment:	60% of salary

An employee shall not be eligible for the disability benefits as provided in this Section if the employee has previously received such benefits within the five (5) years immediately prior to the last day of work prior to the disability.

- 9.5 **Life Insurance** - The Employer shall provide group term life insurance and Accidental Death and Dismemberment (AD&D) insurance in the amount of Fifty Thousand Dollars (\$50,000) per employee.

ARTICLE X, MISCELLANEOUS

- 10.1 **Training** - When any employee is required to attend training courses, unless otherwise paid for, the entire costs shall be borne by the Employer by making arrangements to be billed by the school in advance for tuition and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State Law, the Employer shall make every effort to obtain authorization for payment of expenses in advance to the end that the employee shall not be required, to the extent possible, to attend such schools under a "pay out of your own pocket and be reimbursed" arrangement.
- 10.1.1 Any employee attending required training on the individual's normal scheduled days off shall be compensated at the overtime rate or receive compensatory time off as provided for in this Agreement. Upon fifteen (15) days prior notice, or by mutual agreement, an employee's weekly work schedule may be adjusted by the Employer in the same week to minimize the payment of overtime. Travel time to training shall be compensated according to the provisions of the federal Fair Labor Standards Act (FLSA).
- 10.2 **Probation Period** - All newly hired employees or former employees who have been rehired shall be subject to a probation period which is considered an integral part of the selection process. During the probation period an employee is required to demonstrate suitability for the position by actual performance of the work. The employee may be terminated at any time during the probation period without cause. The probation period shall be one (1) year for Communications Dispatchers, Lead Communications Dispatchers, Communications Supervisor,

and Police Support Officers, and six (6) months for all other members of the Bargaining Unit, except as modified by Section 2.4.3.

10.3 Performance of Duty - All employees covered by this Agreement shall present themselves on time for their duty schedules in proper working attire, ready to perform their assigned duties and that there shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.

10.4 Part-Time Employee Benefits - The benefits for regular part-time employees in the bargaining unit shall be adjusted from the benefits provided for full-time employees elsewhere in this Agreement as provided in Section 6.70 of the Personnel Manual as hereafter amended or revised.

10.5 Civil Service, Discipline, and Discharge

10.5.1 Conflicts between Agreement and Civil Service Rules and Regulations - Any conflict between the provisions of this Agreement and the City of Redmond Civil Service Rules and Regulations shall be resolved as follows:

- a. to the extent the labor agreement does not address a matter (i.e., discipline, seniority, lay offs, etc.) and Civil Service does, then Civil Service shall prevail; and
- b. to the extent the labor agreement addresses a matter (i.e., discipline, seniority, lay offs, etc.) and Civil Service also does so, the labor agreement shall prevail. The Employer and Association otherwise retain their statutory rights to bargain changes in Civil Service Rules and Regulations (i.e., changes initiated after the effective date of this Agreement) for employees in the bargaining unit. Upon receiving notice of such proposed change(s) from the Civil Service Commission, either party may submit a written request to the Mayor (within sixty (60) calendar days after receipt of such notice) and the result of such bargaining shall be made a part of this Agreement.

10.5.2 Demotion, Suspension, and Discharge - All demotion, suspension or discharge actions of a nonprobationary nature (i.e., after the six (6) month probation period for Police Support Services Specialists, Lead Police Support Services Specialists, Support Services Supervisor, Crime Analyst and Evidence Technician; and the one (1) year probationary period for Communications Dispatchers, Lead Communications Dispatchers, Communications Supervisor, and Police Support Officers, adjusted pursuant to Subsection 2.4.4 when applicable) shall be taken only for just cause, and shall be subject to review solely through the grievance procedure contained in this Agreement, provided that, if the Association elects to not submit a demand for arbitration pursuant to Section 11.5 of the grievance procedure, thereby waiving the right to arbitration, the employee shall have the

right to review the action by the Civil Service Commission, as provided in the Civil Service Rules and Regulations, which shall then apply the substantive and procedural rights as provided in the Civil Service Rules and Regulations. The parties further agree that all decisions relating to the accommodation of a disability are excluded from civil service review provided that such decisions shall be subject to the grievance procedure of this Agreement to the extent such decision is governed by this Agreement.

10.5.3

Application of Civil Service - The parties acknowledge that prior to June 1, 1996 neither party to this Agreement or the employees covered by this Agreement acted in accordance with the rights and responsibilities of the parties and employees as specified in the City of Redmond Civil Service Ordinance and Civil Service Rules and Regulations ("Civil Service"). Pursuant to the authority contained in RCW 41.56 the parties agree pursuant to this Agreement that effective June 1, 1996 the employees in the bargaining unit shall be subject to Civil Service except as otherwise specifically provided herein. The City, RPA and the employees hereby waive any past failure prior to June 1, 1996 to comply with Civil Service and agree to take no action against the other parties hereto based on such failure to comply, including, but not limited to dismissing an employee on the basis that they were not hired in a manner consistent with Civil Service, challenging promotions on the basis that they were not made in conformance with Civil Service procedures, or challenging any discipline, discharge or other employee action by the City on any basis related to Civil Service.

10.5.4

Change of Law Relating to Civil Service - The Association and the Employer acknowledge that the mandatory application of Civil Service to employees of this bargaining unit is an unsettled issue. If (a) the holding of Teamsters v. Moses Lake, 70 Wn. App. 404, 1993, is overruled by the Washington State Supreme Court, or (b) statutory amendments are adopted which exclude the employees of this bargaining unit from coverage of the state Civil Service statute, the parties agree that the employees and all bargaining unit positions shall immediately cease to be governed by any Civil Service laws and regulations of the state or the Employer, and that the following provisions of this Agreement shall immediately be terminated and be of no further force and effects: the last sentence of Section 8.4; and Section 10.5.

10.6

Removal of Warning Letters - Warning letters (which shall not include written reprimands) shall not remain in the employee's personnel file for longer than twelve (12) months; provided however, if repeated offenses or deficiencies occur during the period, all such notices may remain in the file until twelve (12) months has elapsed without further offenses or deficiencies.

ARTICLE XI, GRIEVANCE PROCEDURE

- 11.1 **Grievance Definition** - A grievance shall be defined as an issue raised relating to the interpretation, application or violation of any terms or provisions of this Agreement.
- 11.2 **Step 1** - An employee and/or the Association, within ten (10) working days from the occurrence or knowledge of the occurrence of an alleged grievance or when the employee and/or Association should reasonably have known of the existence of the grievance, may bring said grievance to the attention of the Chief in writing, setting forth the nature of the grievance, the facts and/or documents on which it is based, the provision or provisions of the Agreement allegedly violated and the relief requested.
- 11.3 **Step 2** - The Chief or his designee shall respond in writing to the alleged grievance within ten (10) working days. If the Chief's response does not resolve the grievance, the Association shall, within ten (10) working days after the date of the Chief's response, submit the grievance to the Mayor in writing for adjustment. Upon failure of the Mayor to satisfactorily resolve the alleged grievance within the following ten (10) working day period, the Association may then be permitted the right to submit a written demand for arbitration to the Employer within twenty (20) working days.
- 11.4 **Mediation** - If the grievance is not settled satisfactorily by the Mayor, the Association and the Employer may mutually agree to submit the grievance to mediation. Within fourteen (14) calendar days the two (2) parties shall agree upon a mediator drawn from a panel of neutral mediators trained in grievance mediation. The mediator will attempt to assure that all necessary facts and considerations are revealed to him/her, but will not have authority to compel resolution of the grievance. The parties will not be limited solely to the facts and arguments presented at earlier steps of the grievance procedure. No transcript or record of the mediation conference will be made, nor will formal rules of evidence be followed. If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with the procedure in Section 11.5 below. In this case, the mediator may not serve as arbitrator, nor may any party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator or any party in the process of the mediation or settlement discussions may be referenced or introduced into evidence at the arbitration hearing. The cost of the mediator shall be borne equally by both parties.
- 11.5 **Arbitration** - The Employer and the Association shall immediately thereafter select an arbitrator to hear the dispute. If the Employer and the Association are not able to agree upon an arbitrator within three (3) working days after receipt by the Employer of the demand for arbitration, the Association and/or Employer may request a list of the five (5) arbitrators from the Federal Mediation and Conciliation Service or other referral service as agreed by the parties. After

receipt of same the parties shall alternately strike the names of the arbitrators until only one (1) name remains, who shall, upon hearing the dispute, render a decision which shall be final and binding upon all parties. The arbitrator's decision may not provide for retroactivity beyond one hundred eighty (180) days prior to the filing of the grievance.

- 11.6 **Extensions** - In the event one of the parties is unable to meet the time deadlines set forth above, the other party shall grant an extension for good cause shown.
- 11.7 **Association Assistance** - Nothing herein shall prevent an employee from seeking assistance from the Association or the Association from furnishing such assistance at any stage of the grievance procedure.
- 11.8 **Expenses and Attorneys Fees** - The expenses of the arbitrator, the cost of any hearing room and the cost of shorthand reporter, unless such are paid by the State of Washington, shall be borne by the losing party. The arbitrator shall designate the losing party in the arbitration decision. Each party shall pay their own attorneys fees; provided however that in any proceeding where the Association would be entitled to an award of attorneys' fees if it were to prevail, the Employer will be entitled to an award of attorneys' fees if it prevails.
- 11.9 **Association Business** - Association business conducted by a representative of the Association and aggrieved employee under this Section may be performed during duty hours, with the consent of the Chief of Police or designee.

ARTICLE XII, SCOPE OF AGREEMENT

- 12.1 **General** - This Agreement contains all the terms and conditions agreed upon by the parties, and any and all rights concerned with the management and operation of the Department, in accordance with its responsibilities and the powers and authority, which the City possesses, are exclusively that of the Employer unless expressly limited by this Agreement.
- 12.2 **Personnel Manual** - The City of Redmond Personnel Manual authorized by Ordinance and as supplemented or amended hereafter by City Ordinance and Executive Order, is hereby made a part of this Agreement except that specific provisions of this Agreement shall prevail wherever a conflict therewith exists. The Association shall retain its rights under state law to bargain any changes in the personnel manual which concern or impact mandatory subjects of bargaining.
- 12.3 **Opportunity to Bargain** - The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the Association each voluntarily and unqualifiedly agree to waive the right to

oblige the other party to bargain with respect to any subject or matter not specifically covered by this Agreement during the term of the Agreement, except as otherwise mutually agreed upon.

ARTICLE XIII, LEGALITY

13.1 Severability -

Should any provision of this Agreement or the application of such provision be rendered or declared invalid by a Court of final jurisdiction or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

13.2 Merger - If, during the term of this Agreement, the Employer elects to consolidate dispatch with other agencies, by merger, contract or otherwise, this Agreement will be reopened to negotiate the impact, including proposals concerning continued employment of Dispatchers.

ARTICLE XIV, DURATION

14.1 This Agreement shall be effective January 1, 2003, and shall remain in full force and effect through December 31, 2005.

CITY OF REDMOND, WASHINGTON

REDMOND POLICE ASSOCIATION

By: _____
Rosemarie Ives, Mayor

By: _____
Joaquin Lipana, President

Date: _____

Date: _____

ATTEST:

Bonnie L. Mattson, City Clerk

APPENDIX "A"
to the
AGREEMENT
BY AND BETWEEN
CITY OF REDMOND, WASHINGTON
and
REDMOND POLICE ASSOCIATION
(Representing the Police Support Bargaining Unit)

January 1, 2003 through December 31, 2005

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF REDMOND, WASHINGTON, hereinafter referred to as the Employer, and the REDMOND POLICE ASSOCIATION, representing the Police Support Bargaining Unit.

- A.1** **2003 Salaries.** Effective January 1, 2003, the monthly salaries for employees covered by this Agreement shall be increased by 1.5% to the amounts as set forth in the pay plan attached hereto as Exhibit "A-1". These salaries shall be paid retroactively to all employees employed by Employer on the date this Agreement is executed.
- A.2** **2004 Salaries.** Effective January 1, 2004, the monthly salary ranges for employees covered by this Agreement and employed by Employer on the date this Agreement is executed, shall be as provided in the Police Support Pay Plan attached hereto as Exhibit "A-2", and the individual rates of pay for such employees (other than employees paid above such salary ranges due to downward market adjustment) shall be increased by 1.7%. These salaries shall be paid retroactively to all employees hired before January 1, 2004 and still employed by Employer on the date this Agreement is executed.
- A.3** **2005 Salaries.** . Effective January 1, 2005, the monthly salary ranges for each position in the bargaining unit, and the individual rates of pay for employees in those positions (other than employees paid above such salary ranges due to downward market adjustment), shall be increased over the 2004 rates by applying a one-third weight to each of the following components to determine the final percentage: the average percentage market adjustment provided by local cities to the salaries of general employees, the average percentage market adjustment provided by local businesses to the salary ranges of general employees, the average percentage market adjustment as provided by local businesses to the salary ranges of general employees, the average percentage market adjustment as predicted by the Milliman Global Puget Sound Compensation Survey. If the City wishes to propose a re-weighting of the components, or wishes to propose cities and/or businesses to be surveyed that differ from those used to establish the 2004 market adjustment, it shall provide written notice to the Association. If the Association disagrees with the City's proposal, it shall have twenty (20) days to

respond in writing with an alternative proposal. The City and the Association shall then negotiate the differences between the two proposals in advance of conducting the survey. If the parties cannot agree within 30 days of the City's receipt of the Association's response, the City shall continue to utilize the survey methodology and participants utilized in the determination of the 2004 market adjustment

- A.4 Crime Prevention Officer.** At the election of the Employer the position and function of the Crime Prevention Officer may be transferred to this bargaining unit, and thereafter the wages, hours, salary and working conditions of the Crime Prevention Officer shall be as provided herein.
- A.5 Advancement/Administration of Compensation.** Through December 31, 2003, advancement through the proficiency levels shall be automatic, provided performance of the individual is progressing satisfactorily. Should performance not be progressing satisfactorily, the next automatic step may be extended for up to six (6) months, provided the employee has been notified in writing at least thirty (30) days prior to the date the increase would become effective. Effective January 1, 2004, employee compensation shall be administered pursuant to the established merit pay system, including the Guidelines for Compensation Study Implementation attached as Exhibit B and the Merit Matrix Guidelines attached as Exhibit C.
- A.6 Effective Dates of Pay Increases.** All increases in rates of pay shall become effective on the first of the following pay period.
- A.7 Minimum Rates.** It is understood and agreed by and between the Employer and the Association that the rates of pay effective through December 31, 2003 set forth above provide for the maximum time an employee shall be employed in any one particular pay step, except as may otherwise be provided in paragraph A.2 above. The Employer shall have the right to place an employee in any pay step set forth above.
- A.8 Promotional Pay Raises.** An employee who is promoted receives a pay increase on the effective date of the promotion. Normally, the increase is the equivalent of two (2) pay steps for non-exempt positions, six percent (6%) for exempt positions, or to the minimum step of the new pay range, whichever is greater. The employee's pay anniversary date is adjusted to the date of promotion.
- A.9 Communications Training Assignments.** Communications Dispatchers assigned in writing to train other Communications Dispatcher as part of the other Communications Dispatcher's training program shall receive four (4) hours pay at the regular straight time rate of pay for each full week so assigned. Dispatchers may be assigned in writing to other extraordinary projects on a project-specific basis and be granted the four percent (4%) premium in the Employer's sole discretion.

- A.10** **Longevity Pay.** In addition to the monthly rates of pay set forth within Sections A.1, A.2 and A.3 above, employees shall receive a monthly longevity pay in accordance with the following compensation plan:

MONTHLY LONGEVITY PAY AS A PERCENTAGE OF	
<u>SERVICE TIME</u>	<u>SALARY</u>
After 6-1/2 years	1.2 %
After 10 years	1.75%
After 15 years	2.4 %
After 20 years	3.0 %

- A.11** **Police Support Officers Physical Fitness.** Police Support Officers shall be entitled to physical fitness incentive available to the commissioned police officers. The Employer agrees to apply the terms of Article XII of the Commissioned Officer's Agreement to the Police Support Officer. To receive the physical fitness incentive pay, the Police Support Officer must comply with the specific requirements set out in the police labor agreement of the commissioned police officers.

- A.12** **Accreditation Pay.** The salaries specified in the pay plans included as exhibits herein or adopted pursuant to this Agreement include the 1.25% incentive pay recognizing the Department's accreditation by the Commission on Accreditation for Law Enforcement Agencies. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

- A.13** **PSO Placement.** A patrol officer hired as a Police Support Officer shall be placed at not higher than the mid-point of the Police Support Officer salary range.

CITY OF REDMOND, WASHINGTON

REDMOND POLICE ASSOCIATION

By: _____
Rosemarie Ives, Mayor

By: _____
Joaquin Lipana, President

Date: _____

Date: _____

ATTEST:

Bonnie L. Mattson, City Clerk

Exhibit "A-1"
CITY OF REDMOND
PAY PLAN "PS"

REDMOND POLICE ASSOCIATION
POLICE SUPPORT BARGAINING UNIT
Effective: January 1, 2003
Monthly Salaries*

<u>CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>
Police Records Specialist	2,816	2,899	2,986	3,080	3,170	3,263	3,362
Lead Police Records Specialist	3,100	3,194	3,286	3,386	3,487	3,591	3,699
Property/Evidence Technician	3,234	3,330	3,429	3,532	3,640	3,748	3,861
Records Supervisor	3,563	3,670	3,778	3,893	4,009	4,129	4,254
Police Support Officer	3,157	3,249	3,335	3,432	3,529	3,629	3,731
Communications Supervisor	4,230	4,358	4,487	4,620	4,761	4,930	
Communications Dispatcher	3,168	3,278	3,391	3,509	3,636	3,764	
Lead Communications Disp.	3,453	3,573	3,694	3,827	3,960	4,098	
	<u>MINIMUM</u>		<u>MAXIMUM</u>				
Crime Analyst**	3,713		4,401				
Technical Systems Coord.**	4,471		6,439				
Legal Advocate**	2,988		3,550				
Volunteer Coordinator	3,525		4,497				

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Positions

Exhibit A-2

CITY OF REDMOND

Pay Plan PS*

Redmond Police Association - Police Support Bargaining Unit

Effective: January 1, 2004

		Minimum	Midpoint	Maximum
Communications Supervisor	<i>Annual</i>	\$45,944.17	\$52,146.64	\$58,349.10
	<i>Monthly</i>	\$3,828.68	\$4,345.55	\$4,862.43
	<i>Hourly</i>	\$22.09	\$25.07	\$28.05
Crime Analyst	<i>Annual</i>	\$44,872.47	\$50,930.26	\$56,988.04
	<i>Monthly</i>	\$3,739.37	\$4,244.19	\$4,749.00
	<i>Hourly</i>	\$21.57	\$24.49	\$27.40
Police Program Coordinator	<i>Annual</i>	\$43,152.23	\$48,977.78	\$54,803.33
	<i>Monthly</i>	\$3,596.02	\$4,081.48	\$4,566.94
	<i>Hourly</i>	\$20.75	\$23.55	\$26.35
Communications Dispatcher	<i>Annual</i>	\$34,706.85	\$39,392.28	\$44,077.70
	<i>Monthly</i>	\$2,892.24	\$3,282.69	\$3,673.14
	<i>Hourly</i>	\$16.69	\$18.94	\$21.19
Lead Communications Dispatcher	<i>Annual</i>	\$41,583.13	\$47,196.85	\$52,810.58
	<i>Monthly</i>	\$3,465.26	\$3,933.07	\$4,400.88
	<i>Hourly</i>	\$19.99	\$22.69	\$25.39
Lead Police Records Specialist	<i>Annual</i>	\$38,094.36	\$43,237.10	\$48,379.84
	<i>Monthly</i>	\$3,174.53	\$3,603.09	\$4,031.65
	<i>Hourly</i>	\$18.31	\$20.79	\$23.26
Legal Advocate	<i>Annual</i>	\$39,403.93	\$44,723.46	\$50,042.99
	<i>Monthly</i>	\$3,283.66	\$3,726.96	\$4,170.25
	<i>Hourly</i>	\$18.94	\$21.50	\$24.06
Police Support Officer	<i>Annual</i>	\$35,310.46	\$40,077.38	\$44,844.29
	<i>Monthly</i>	\$2,942.54	\$3,339.78	\$3,737.02
	<i>Hourly</i>	\$16.98	\$19.27	\$21.56
Property Evidence Technician	<i>Annual</i>	\$35,471.76	\$40,260.45	\$45,049.14
	<i>Monthly</i>	\$2,955.98	\$3,355.04	\$3,754.10
	<i>Hourly</i>	\$17.05	\$19.36	\$21.66
Police Records Specialist	<i>Annual</i>	\$33,865.89	\$38,437.78	\$43,009.68
	<i>Monthly</i>	\$2,822.16	\$3,203.15	\$3,584.14
	<i>Hourly</i>	\$16.28	\$18.48	\$20.68

Exhibit A-2

CITY OF REDMOND

Pay Plan PS*

Redmond Police Association - Police Support Bargaining Unit

Effective: January 1, 2004

		Minimum	Midpoint	Maximum
Records Supervisor	<i>Annual</i>	\$44,667.99	\$50,698.17	\$56,728.35
	<i>Monthly</i>	\$3,722.33	\$4,224.85	\$4,727.36
	<i>Hourly</i>	\$21.47	\$24.37	\$27.27
Technical Systems Coordinator**	<i>Annual</i>	\$49,865.07	\$56,596.85	\$63,328.64
	<i>Monthly</i>	\$4,155.42	\$4,716.40	\$5,277.39
	<i>Hourly</i>	\$23.97	\$27.21	\$30.45

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Position

Exhibit B
CITY OF REDMOND
GUIDELINES FOR COMPENSATION STUDY IMPLEMENTATION

When market data is used to make adjustments to salary ranges, individual employee pay will be adjusted in accordance with the following rules:

1. When the base pay of individual employees is found to be below the bottom of the new salary range, the individual's pay will be raised to the bottom of the new range and performance incentive rules will apply.
2. When the base pay of an individual employee is found to be above the top of the new salary range, the individual's pay will be frozen until such time as their base pay is within the assigned salary range for their position. Employees who are at the top of their range, or beyond the top of their range, will continue to be eligible for performance incentives, in instances where performance incentives are applicable.

When the base pay of an individual employee is within the new salary range, no adjustment will be made to an individual's pay. Performance incentive rules will apply when applicable.

**Exhibit C
CITY OF REDMOND
MERIT MATRIX GUIDELINES**

Numerical Rating	Performance Level	Up to Midpoint	At the Midpoint Or Above	At Top
3.70 - 4.00	Level 1	5% on base + 2% lump sum	4% on base + 2% lump sum	3% lump sum
3.40 - 3.69	Level 2	5% on base	4% on base	2% lump sum
2.76 - 3.39	Level 3	3% on base	2% on base	0
2.00 - 2.75	Level 4	1% on base	0	0
1.00 - 1.99	Level 5	0	0	0

Notes on the Merit Matrix:

- (A) *Lump Sum* = This percent of annual salary is paid all at once and not added to base.
- (B) An employee's raise depends on two factors: (1) Their performance, and (2) the employee's current salary relative to the midpoint of their salary range.
- (C) "The compensation system will allow employees who perform to job standards to reach the midpoint of the salary range for their job class. Employees who perform at a level that exceeds job standards will be eligible to receive compensation that exceeds the salary grade midpoint."

Rating Guidelines

NUMBER	RATING	DESCRIPTION
4	Outstanding	The employee has exceeded the expectations for this objective or critical skill area <i>by a wide margin</i> . Very few employees achieve this level of performance.
3	Exceeds Expectations	The employee's performance is above <i>meets expectations</i> and is consistent with the definition for exceeds expectations for this objective or critical skill area.
2	Meets Expectations	The employee has <i>met</i> the performance expectations for this objective or critical skill area.
1	Needs Improvement	The employee has <i>failed to meet</i> one or more of the significant performance expectations for this objective or critical skill area. Immediate improvement is necessary within ninety days.

Exceptional Rating for Employees at the Top of their Salary Range

Employees who are at the top of their pay range and who demonstrate performance that significantly exceeds goals, targets, or expectations for all aspects of the job and/or who have made important and lasting contributions to the City of Redmond, are eligible to receive a 5 percent lump sum merit award. Exceptional merit awards require approval from the Mayor. This level of performance is seen on a very infrequent basis.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON AMENDING THE 2002, 2003, 2004 AND 2005 POLICE SUPPORT PAY PLANS FOR EMPLOYEES COVERED BY THE REDMOND POLICE ASSOCIATION REPRESENTING POLICE SUPPORT EMPLOYEES IN ORDER TO UNILATERALLY IMPLEMENT THE CITY'S FINAL SALARY OFFER AFTER UNSUCCESSFUL COLLECTIVE BARGAINING NEGOTIATIONS.

WHEREAS, the City of Redmond recently completed labor contract negotiations with the Redmond Police Association representing Police Support employees, and,

WHEREAS, no agreement was reached with the Redmond Police Association and one year has passed since the contract expired, and,

WHEREAS, the City has therefore decided to unilaterally implement the final salary offer made by the City to the Redmond Police Association for the Police Support employees, and,

WHEREAS, Pay Plan PS representing the final salary offer made by the City to the Redmond Police Association will be established and put into effect the salary ranges proposed by the City upon order of the Mayor; now therefore,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Upon order of the Mayor, effective January 1, 2002, Pay Plan C-1 will be re-titled Pay Plan PS and is amended to read as set forth on Exhibit 1 attached to this ordinance and incorporated herein by this reference as if set forth in full. Upon order of the Mayor, effective January 1, 2003, Pay Plan PS is amended to read as set forth on Exhibit 2 attached to this ordinance and incorporated herein by this reference as if set forth in full. Upon order of the Mayor, effective January 1, 2004, Pay Plan PS is amended to read as set forth on

Exhibit 3 attached to this ordinance and incorporated herein by this reference as if set forth in full. Upon order of the Mayor, effective January 1, 2005, Pay Plan PS is amended to read as set forth on Exhibit 4 attached to this ordinance and incorporated herein by this reference as if set forth in full.

Section 2. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. This ordinance, being an administrative action, is not subject to referendum and shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper.

CITY OF REDMOND

MAYOR ROSEMARIE IVES

ATTEST/AUTHENTICATED:

CITY CLERK, BONNIE MATTSON

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

February 25, 2005

CITY OF REDMOND

PAY PLAN "PS"

REDMOND POLICE ASSOCIATION
POLICE SUPPORT BARGAINING UNIT
Effective: January 1, 2002
Monthly Salaries*

<u>CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>
Police Records Specialist	2,774	2,856	2,942	3,034	3,123	3,215	3,312
Lead Police Records Specialist	3,054	3,147	3,237	3,336	3,435	3,538	3,644
Property/Evidence Technician	3,186	3,281	3,378	3,480	3,586	3,693	3,804
Records Supervisor	3,510	3,616	3,722	3,835	3,950	4,068	4,191
Police Support Officer	3,110	3,201	3,286	3,381	3,477	3,575	3,676
Communications Supervisor	4,167	4,294	4,421	4,552	4,691	4,857	
Communications Dispatcher	3,121	3,230	3,341	3,457	3,582	3,708	
Lead Communications Disp.	3,402	3,520	3,639	3,770	3,901	4,037	

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Crime Analyst**	3,658	4,336
Technical Systems Coord.**	4,405	6,344
Legal Advocate**	2,944	3,498
Volunteer Coordinator	3,473	4,430

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

**Exempt positions.

CITY OF REDMOND

PAY PLAN "PS"

REDMOND POLICE ASSOCIATION POLICE SUPPORT BARGAINING UNIT

Effective: January 1, 2003

Monthly Salaries*

<u>CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>
Police Records Specialist	2,816	2,899	2,986	3,080	3,170	3,263	3,362
Lead Police Records Specialist	3,100	3,194	3,286	3,386	3,487	3,591	3,699
Property/Evidence Technician	3,234	3,330	3,429	3,532	3,640	3,748	3,861
Records Supervisor	3,563	3,670	3,778	3,893	4,009	4,129	4,254
Police Support Officer	3,157	3,249	3,335	3,432	3,529	3,629	3,731
Communications Supervisor	4,230	4,358	4,487	4,620	4,761	4,930	
Communications Dispatcher	3,168	3,278	3,391	3,509	3,636	3,764	
Lead Communications Disp.	3,453	3,573	3,694	3,827	3,960	4,098	

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Crime Analyst**	3,713	4,401
Technical Systems Coord.**	4,471	6,439
Legal Advocate**	2,988	3,550
Volunteer Coordinator	3,525	4,497

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Positions

CITY OF REDMOND
Pay Plan PS*
Redmond Police Association - Police Support Bargaining Unit
Effective: January 1, 2004

		Minimum	Midpoint	Maximum
Communications Supervisor	<i>Annual</i>	\$45,944.17	\$52,146.64	\$58,349.10
	<i>Monthly</i>	\$3,828.68	\$4,345.55	\$4,862.43
	<i>Hourly</i>	\$22.09	\$25.07	\$28.05
Crime Analyst	<i>Annual</i>	\$44,872.47	\$50,930.26	\$56,988.04
	<i>Monthly</i>	\$3,739.37	\$4,244.19	\$4,749.00
	<i>Hourly</i>	\$21.57	\$24.49	\$27.40
Police Program Coordinator	<i>Annual</i>	\$43,152.23	\$48,977.78	\$54,803.33
	<i>Monthly</i>	\$3,596.02	\$4,081.48	\$4,566.94
	<i>Hourly</i>	\$20.75	\$23.55	\$26.35
Communications Dispatcher	<i>Annual</i>	\$34,706.85	\$39,392.28	\$44,077.70
	<i>Monthly</i>	\$2,892.24	\$3,282.69	\$3,673.14
	<i>Hourly</i>	\$16.69	\$18.94	\$21.19
Lead Communications Dispatcher	<i>Annual</i>	\$41,583.13	\$47,196.85	\$52,810.58
	<i>Monthly</i>	\$3,465.26	\$3,933.07	\$4,400.88
	<i>Hourly</i>	\$19.99	\$22.69	\$25.39
Lead Police Records Specialist	<i>Annual</i>	\$38,094.36	\$43,237.10	\$48,379.84
	<i>Monthly</i>	\$3,174.53	\$3,603.09	\$4,031.65
	<i>Hourly</i>	\$18.31	\$20.79	\$23.26
Legal Advocate	<i>Annual</i>	\$39,403.93	\$44,723.46	\$50,042.99
	<i>Monthly</i>	\$3,283.66	\$3,726.96	\$4,170.25
	<i>Hourly</i>	\$18.94	\$21.50	\$24.06
Police Support Officer	<i>Annual</i>	\$35,310.46	\$40,077.38	\$44,844.29
	<i>Monthly</i>	\$2,942.54	\$3,339.78	\$3,737.02
	<i>Hourly</i>	\$16.98	\$19.27	\$21.56
Property Evidence Technician	<i>Annual</i>	\$35,471.76	\$40,260.45	\$45,049.14
	<i>Monthly</i>	\$2,955.98	\$3,355.04	\$3,754.10
	<i>Hourly</i>	\$17.05	\$19.36	\$21.66
Police Records Specialist	<i>Annual</i>	\$33,865.89	\$38,437.78	\$43,009.68
	<i>Monthly</i>	\$2,822.16	\$3,203.15	\$3,584.14
	<i>Hourly</i>	\$16.28	\$18.48	\$20.68
Records Supervisor	<i>Annual</i>	\$44,667.99	\$50,698.17	\$56,728.35
	<i>Monthly</i>	\$3,722.33	\$4,224.85	\$4,727.36
	<i>Hourly</i>	\$21.47	\$24.37	\$27.27
Technical Systems Coordinator**	<i>Annual</i>	\$49,865.07	\$56,596.85	\$63,328.64
	<i>Monthly</i>	\$4,155.42	\$4,716.40	\$5,277.39
	<i>Hourly</i>	\$23.97	\$27.21	\$30.45

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Position

CITY OF REDMOND
Pay Plan PS*
Redmond Police Association - Police Support Bargaining Unit
Effective: January 1, 2005

		Minimum	Midpoint	Maximum
Communications Supervisor	<i>Annual</i>	\$47,124.94	\$53,486.81	\$59,848.67
	<i>Monthly</i>	\$3,927.08	\$4,457.23	\$4,987.39
	<i>Hourly</i>	\$22.66	\$25.71	\$28.77
Crime Analyst	<i>Annual</i>	\$46,025.69	\$52,239.16	\$58,452.63
	<i>Monthly</i>	\$3,835.47	\$4,353.26	\$4,871.05
	<i>Hourly</i>	\$22.13	\$25.11	\$28.10
Police Program Coordinator	<i>Annual</i>	\$44,261.24	\$50,236.51	\$56,211.78
	<i>Monthly</i>	\$3,688.44	\$4,186.38	\$4,684.31
	<i>Hourly</i>	\$21.28	\$24.15	\$27.02
Communications Dispatcher	<i>Annual</i>	\$35,598.82	\$40,404.66	\$45,210.50
	<i>Monthly</i>	\$2,966.57	\$3,367.06	\$3,767.54
	<i>Hourly</i>	\$17.11	\$19.43	\$21.74
Lead Communications Dispatcher	<i>Annual</i>	\$42,651.82	\$48,409.81	\$54,167.81
	<i>Monthly</i>	\$3,554.32	\$4,034.15	\$4,513.98
	<i>Hourly</i>	\$20.51	\$23.27	\$26.04
Lead Police Records Specialist	<i>Annual</i>	\$39,073.39	\$44,348.30	\$49,623.20
	<i>Monthly</i>	\$3,256.12	\$3,695.69	\$4,135.27
	<i>Hourly</i>	\$18.79	\$21.32	\$23.86
Legal Advocate	<i>Annual</i>	\$40,416.61	\$45,872.85	\$51,329.09
	<i>Monthly</i>	\$3,368.05	\$3,822.74	\$4,277.42
	<i>Hourly</i>	\$19.43	\$22.05	\$24.68
Police Support Officer	<i>Annual</i>	\$36,217.94	\$41,107.36	\$45,996.79
	<i>Monthly</i>	\$3,018.16	\$3,425.61	\$3,833.07
	<i>Hourly</i>	\$17.41	\$19.76	\$22.11
Property Evidence Technician	<i>Annual</i>	\$36,383.39	\$41,295.15	\$46,206.90
	<i>Monthly</i>	\$3,031.95	\$3,441.26	\$3,850.58
	<i>Hourly</i>	\$17.49	\$19.85	\$22.21
Police Records Specialist	<i>Annual</i>	\$34,736.24	\$39,425.63	\$44,115.02
	<i>Monthly</i>	\$2,894.69	\$3,285.47	\$3,676.25
	<i>Hourly</i>	\$16.70	\$18.95	\$21.21
Records Supervisor	<i>Annual</i>	\$45,815.96	\$52,001.11	\$58,186.27
	<i>Monthly</i>	\$3,818.00	\$4,333.43	\$4,848.86
	<i>Hourly</i>	\$22.03	\$25.00	\$27.97
Technical Systems Coordinator**	<i>Annual</i>	\$51,146.60	\$58,051.39	\$64,956.18
	<i>Monthly</i>	\$4,262.22	\$4,837.62	\$5,413.02
	<i>Hourly</i>	\$24.59	\$27.91	\$31.23

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.

** Exempt Position